

SELF SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE ***“CROSS-EXPEDITED PROCESS REQUEST TO ENFORCE”*** AFTER YOU HAVE FILLED IT OUT

USE THESE FORMS only if you have been served with an ***“Expedited Process Request to Enforce”*** and Order to Appear. You are **not** required to file a ***“Cross-Expedited Process Request to Enforce”*** unless you want the court to consider additional issues not included in the ***“Expedited Process Request to Enforce.”*** If you choose to file a ***“Cross-Expedited Process Request to Enforce”***, follow these procedures:

IF YOU ARE ASKING EXPEDITED SERVICES TO MAKE THE OTHER PARTY OBEY A COURT ORDER: You must meet the following criteria:

1. You must have an Arizona Order for child support, spousal maintenance/support, medical insurance coverage and/or parenting time (formerly known as “parent/child access” or “visitation”). You **may not** use this form if your support and/or parenting time order was **not** entered by an Arizona court. Out-of-state orders may be enforced in Arizona if you follow certain other procedures. You may wish to contact an attorney regarding such enforcement.
2. If you are requesting enforcement of support, the party court ordered to pay support must be behind in his/her support in an amount equal to one month’s worth of support;
3. If you are requesting enforcement of medical insurance coverage, the party court ordered to provide medical insurance coverage must not be providing coverage as ordered by the court.
4. If you are requesting enforcement of custody and/or parenting time, the other party must have violated a provision of the order for custody and/or parenting time.

Do **not** use this form to request a change (modification) in the terms of your support, medical insurance coverage and/or parenting time order. Do **not** use this form if you are trying to collect medical insurance co-payments and/or uninsured medical costs. You can pursue collection by filing court papers in the justice court if the amount is \$5,000.00 or less. You may wish to contact an attorney regarding collection.

TIME LIMIT. You have eleven (11) calendar days from the date that you were served with the ***“Expedited Process Request to Enforce”*** to file your ***“Cross-Expedited Process Request to Enforce.”*** For example: You are served with the ***“Expedited Process Request to Enforce”*** on the 15th day of the month. Your eleven (11) calendar days start on the 16th day of the month (do **not** count the day you were served). You would be required to file your ***“Cross-Expedited Process Request to Enforce”*** on or before the 26th day of the month. You may **not** file your ***“Cross-Expedited Process Request to Enforce”*** beyond the eleven (11) calendar days from the date of service.

COPIES. Make 3 copies of the ***“Cross-Expedited Process Request to Enforce.”*** Original for the court file, copy for you, and copy for the other party.

FILE THE PAPERS. File the papers with the Clerk of the Court located at the Superior Court:

201 West Jefferson, 1st Floor OR 222 E. Javelina, 1st Floor OR 14264 W. Tierra Buena Lane
Phoenix, Arizona 85003 Mesa, Arizona 85210 Surprise, Arizona 85374

NOTICE TO OTHER PARTY. Immediately upon filing your “***Cross-Expedited Process Request To Enforce***”, you are required to mail, hand deliver or fax a copy to the other party.